



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:120**  
**3-JTS-3A-23**  
**3-JDF-3A-23**  
**3-JCRF-3A-13**  
**1-JBC-3A-26**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY: KRS 15A. 065</b>
<b>SUBJECT: Control and Use of Tools and Sharps</b>	
<b>POLICY NUMBER: DJJ 427.1</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: 4/4/2014</b>	
<b>APPROVAL: A. Hasan Davis</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Department of Juvenile Justice (DJJ) programs shall provide for the safety, security, control, management and storage of tools and sharps, including culinary and medical/dental equipment.

**II. APPLICABILITY**

A. This policy shall apply to all detention centers, group homes and youth development centers.

**B. LIMITED APPLICABILITY**

*This policy shall also govern the development of Standard Operating Procedures for tool and sharps inventory and control in day treatment programs.*

**III. DEFINITIONS**

Refer to DJJPP 400.

**IV. PROCEDURES**

- A. Each DJJ program shall establish, maintain and adhere to Standard Operating Procedures which provide for the safety, security, control, management and storage of tools and sharps, including culinary and medical/dental equipment. The security rating of the facility and the classification of youth placed therein shall be taken into consideration in the development of Standard Operating Procedures.
- B. Superintendents shall ensure that the program's Standard Operating Procedures for tools and sharps control includes:
1. Inventory procedures for all tools and sharps stored within the facility.
  2. A tool control system shall include:

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- a. Secure storage of all Class A tools including scissors, kitchen knives, medical and dental instruments and Class B tools that are not conducive to the shadow board.
  - b. Shadow boarding of Class B tools in maintenance and vocational shops if the size is conducive to the board.
  - c. Excess tools in shop or work area be kept to an absolute minimum.
  - d. Sign-out/sign-in of all tools and sharps used by facility personnel and youth.
  - e. Reporting of missing/lost tools and sharps on the date of occurrence.
  - f. Inventory on at least a quarterly basis by the supervisor having custodial responsibility for the tools or sharps.
  - g. Procedures for safe and timely disposal of used, broken or worn-out tools and sharps.
- C. Superintendents shall ensure that each newly hired employee receives instruction and orientation on tool and sharps control and that designated employees receive annual training and updating on the Standard Operating Procedures.
- D. Facility employees shall be prohibited from bringing their personal tools or sharps into the institution unless specifically authorized in writing by the Superintendent.

## **V. MONITORING MECHANISM**

The superintendent or designee and the Quality Assurance Branch shall monitor this activity.